

State of California
M e m o r a n d u m

Business, Transportation and Housing Agency

To: All Customer Departments
All Data Processing Managers

Date: April 17, 2003

From: Stephen P. Teale Data Center

Subject: Disposition of Interagency Agreement (IAA) Funds

The end of FY 2002/2003 is approaching and we commonly receive questions regarding the disposition of funds for any remaining IAA balances for the year. Teale will no longer bill customers in advance for services, which are requested by the customers to be provided in the next fiscal year as State Administrative Manual Section 8453 discourages this practice. All Service Requests (SRs) for FY 2002/2003 must be submitted by **May 9, 2003**, if the billing is to be reflected on the June 2003 Teale invoice. Please consider the new procurement guidelines when submitting SRs for FY 2002/2003. The new procurement guidelines and dollar thresholds for procurements are as follows:


- Noncompetitive Bids - More than \$5,000 allow, 3 to 5 months
- IT Goods & Services - Less than \$250,000 *but not greater than* \$500,000, allow 3 months
- Competitive Bids - Conducted by DGS, allow 4 to 5 months.
Conducted by Teale (\$500,000 delegation), allow 3 months

If there are encumbered funds remaining in your 2002/2003 IAA, you may retain the encumbered balance to FY 2003/2004 by amending your IAA to extend the date of the terms of the agreement. IAA amendments may be sent to:

Stephen P. Teale Data Center, IMS Code F14
Attention: Customer Relations Division (18)
P.O. Box 1810
Rancho Cordova, CA 95741-1810
Fax (916) 464-4287

If your account has a credit balance at the end of the fiscal year, you will receive a refund check in the second quarter of FY 2003/2004. Credit balances in FY 2002/2003 **cannot** be forwarded to FY 2003/2004 for spending as this would constitute the spending of prior year funds for current year expenditures (State Contracting Manual Section 7.31).

Should you have any additional questions, please contact Melissa Matsuura, Chief Financial Officer, at (916) 464-3707, or by e-mail Melissa.Matsuura@teale.ca.gov. You may also contact your Customer Relations Representative at (916) 464-3712 for assistance in submitting Service Requests.


CLAIRE Y. YEE, Assistant Director
Customer Relations Division